

Plan for Safe Reopening

School Name:

Members of the Campus Development Team: John Mein, Principal; Cristi Ahern, Asst. Principal;
St. Mary's School Advisory Council; Local Medical Professionals (HCMH)

These protocols apply to any campus activity (student and/or staff)

Safe Reopening: Soft Opening and Student Orientation

RATIONALE: Ease into the school year, teachers give face-to-face introductions and expectations of the 20-21 school year; gather information on revisions to plan needed; adjusting to new safety protocols and procedures; adjusting to new normal

8/17/20-8/20/20: Student Orientation Week

-12:00 Dismissal

--Allows families seeking distance learning option to schedule and meet with teachers in afternoons in isolated environment

-No Lunch Offered

-No Extended Day Offered

-No School Friday (Planned Holiday- Gillespie County Fair)

8/24/20-8/27/20: Full-Day Instruction

-3:15 Dismissal

-No Extended Day Offered

-No School Friday (Cleaning, teacher meetings, etc.)

8/31/20-9/4/20: Full-Day Instruction

-3:15 Dismissal

-Extended Day Offered Monday-Thursday

-Launching new, Friday Support model

9/7/20-9/11/20: Full-Day Instruction

-9/7: No School Monday (Labor Day Holiday)

-Extended Day Offered Tuesday-Friday

New School Hours:

Monday-Friday

Early Bird: 7:30 at Gymnasium

First Bell: 7:45

Tardy Bell: 8:00

Circle Drive Dismissal Bell: 3:15

Dismissal Bell: 3:20

Extended Day Check-in: 3:45

Extended Day Closure: 5:30- All students must vacate the premises no later than 5:30

Rationale for time changes: Mitigating risk of exposure, time allowed at end of day to clean extended day classrooms, transition time for all students to make it to class in a timely manner without being escorted by parent community.

-ONLY parents of students in PK-K may access the building in the morning to escort students to the classroom.

-ALL parents should utilize circle drive or front-stairs of HS Building to pick up their students at dismissal.

CDC Guidelines (as of 5/19/2020): Promoting Behaviors that Reduce Spread	Campus Practice: Promoting Behaviors that Reduce Spread
<p>Educate staff and families about when they/their child(ren) should stay home and when they can return to school.</p> <p>*Actively encourage employees and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies. Consider not having perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning and telework options, if feasible.</p> <p>*Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.</p> <p>*Staff and students who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.</p>	<p>Safe return procedures and protocols: When to stay home</p> <p>*Faculty/Staff/Substitutes/Students will self-screen at home for COVID-19 symptoms before reporting to campus each day, including taking temperature.</p> <p>-Employees who display symptoms are to immediately notify their supervisor, remain home, and consult a medical professional (100 degree temperature requires staying at home).</p> <p>-Students who display symptoms should 1) stay home, 2) consult a medical professional, and 3) alert the school (100 degree temperature requires staying at home).</p> <p>- -Students who are able should participate in synchronous instruction while at home</p> <p>*Employees are required to wear masks or face-coverings</p> <p>*Guests and volunteers will be granted access on-campus on a very limited basis and will be required to wear masks at all times while on-campus</p>
<p>Return to Work</p> <p>*CDC's criteria can help inform when employees should return to work:</p> <p>If they have been sick with COVID-19</p>	<p>Return to Campus Protocol</p> <p>The below protocol and process should be followed in order to return to the school campus for employees and students:</p> <p>COVID-19 SYMPTOMS: cough, temperature of 100+, chills, muscle pain, shortness of breath, sore throat, loss of taste or smell,</p>

[If they have recently had close contact with a person with COVID-19](#)

headache, trouble breathing, persistent pain/pressure in chest, confusion/disorientation, fatigue, bluish lips/face, shivering, gastro-intestinal issues including nausea, vomiting, diarrhea

SYMPTOMATIC, Test-pending/Test-negative: Individuals should stay home and consult a medical professional. Students and/or employees who exhibit symptoms during the school day will be sent home (Temperature threshold: 100 degrees). Individuals registering a temperature above the threshold shall remain home until symptoms subside for 72 hours without medication, **MUST provide return-to-school clearance from treating physician BEFORE returning to campus. ALL INDIVIDUALS WITH UNCONFIRMED RESULTS ARE ASSUMED POSITIVE.**

CONFIRMED DIAGNOSIS: Mandatory 14-day quarantine which should include 72 hours symptom-free without medication, **MUST provide return-to-school clearance from treating physician BEFORE returning to campus.**

-If at any time, there is an outbreak of COVID-19 on the St. Mary's campus, the entire campus will close for **FIVE DAYS** of distance learning (Threshold: 5 active, confirmed cases on-campus) for thorough cleaning, extending to 14 days for those classes who fall under the definition of primary exposure (see definition under "Primary Exposure" below).

HOUSEHOLD DIAGNOSIS: Mandatory 14-day quarantine which should include 72 hours symptom-free without medication before returning to campus.

PRIMARY EXPOSURE: (Definition: prolonged, close-proximity exposure to any individual with a confirmed COVID-19 diagnosis) Mandatory 14-day quarantine which should include 72 hours symptom-free without medication before returning to campus.

	<p>Return to campus may be expedited by providing return-to-school clearance from a treating physician.</p> <p>-Primary Exposure from students and/or teachers in the same classroom will result in the entire class entering quarantine and (a)synchronous learning for 14 days which should include a minimum of 72 hours without students/teachers exhibiting symptoms, following the confirmed diagnosis. Return to campus may be expedited by providing return-to-school clearance from a treating physician.</p> <p>SECONDARY EXPOSURE: (Definition: prolonged, close exposure to an individual characterized under the definition of primary exposure) If symptom-free, individual may return to campus.</p> <p>(A)SYNCHRONOUS LEARNING: All students who are able should participate in asynchronous or synchronous (depending on grade level), distance learning while in quarantine.</p>
<p>Hand Hygiene and Respiratory Etiquette</p> <p>*teach and reinforce handwashing with soap and water for a least 20 seconds and MONITOR</p> <p>*if soap and water are not readily available - hand sanitizer that contains at least 60% alcohol can be used</p> <p>*Staff and students cover coughs and sneezes with a tissue - used tissues immediately thrown in the trash and hands washed with soap and water immediately after the cough/sneeze.</p>	<p>Hand Hygiene and Respiratory Etiquette</p> <p>*All individuals on campus will practice regular handwashing with soap and water for a minimum of 30 seconds.</p> <p>*All individuals on campus will practice regular hand sanitizing with hand sanitizer containing a minimum of 60% alcohol when soap and water are not immediately available.</p> <p>*All individuals on campus will practice handwashing and hand sanitizing upon entering/exiting the learning environment cafeteria, gymnasium, playground, etc.</p> <p>*All individuals on campus will practice safe respiratory etiquette by covering coughs and sneezes with tissues or the inside of their elbow followed by handwashing and immediate disposal of tissues.</p>
<p>Cloth Face Coverings</p>	<p>Face Coverings</p> <p>*Face coverings (i.e. masks, shields, gaiters, etc.) are mandatory</p>

<p>Face coverings should be worn by staff and students (particularly older students) and are most essential at times when physical distancing is difficult.</p>	<p>for all adults and for students in grades 3-8, especially when social distancing is not feasible. *Students in grades PK-2 are not required to wear a mask but are highly encouraged to do so, especially when social distancing is not feasible. *St. Mary's faculty and staff will do their best to support the prerogative of the parent community in PK-2 students (students whose parents send them with a face covering will be coached to keep it on) *In the event that face coverings are no longer required under state mandate, this protocol will be re-evaluated *SMS Families are required to provide appropriate face coverings *Face-coverings must meet dress code policy: face-coverings should have a primary color of white, black, navy blue, or gray with two accent colors allowed. Plain, disposable masks outside of these colors are allowed.</p>
<p>Adequate Supplies Provide the following without depletion: *soap *hand sanitizer *paper towels *tissues *disinfectant wipes *cloth face coverings (as feasible) *no-touch/foot-pedal trash cans</p>	<p>Adequate Supplies *St. Mary's will stock an abundance of supplies as they are available as well as utilizing the school supply list to mitigate depletion of necessary supplies. -i.e. Soap, sanitizer, paper towel, tissue, disinfectant wipes, disposable face coverings *St. Mary's will utilize and plan accordingly for appropriate substitutions for supplies that are unavailable or in short supply nationwide by consulting with local medical professionals</p>

Signs and Messages

*Post [signs](#) in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measures](#)

*and describe how to [stop the spread](#)

*of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#))

*Broadcast regular [announcements](#) on reducing the spread of COVID-19 on PA systems.

*Include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school [social media accounts](#)).

*Find free CDC print and digital resources on CDC's [communications resources](#) main page.

Signage and Communication

*Hygiene and Handwashing practice signage shall be posted throughout the campus, restrooms, gymnasium, parish, etc.

*Symptom awareness signage shall be posted throughout the campus.

*Morning announcements will include reminders on reducing the spread of COVID-19.

*St. Mary's will utilize its weekly eMessage newsletter and social media accounts to add reminders on safety precautions and protocols.

*Signage reminding students not to share masks will be posted throughout the school.

<p>CDC Recommendations: Maintaining Healthy Environments</p>	<p>Campus Practice: Maintaining Healthy Environments</p>
<p>Cleaning and Disinfection</p> <p>*Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible.</p> <p>*Use of shared objects (e.g., gym or PE equipment, art supplies, toys, games) should be limited when possible or cleaned between use.</p> <p>*If transport vehicles (e.g., buses) are used by the school, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect school buses or other transport vehicles, see guidance for bus transit operators.</p> <p>*Develop a schedule for increased, routine cleaning and disinfection.</p> <p>*Ensure safe and correct use and storage of cleaning and disinfection products</p> <p>*Store products securely away from children. Use products that meet EPA disinfection criteria</p>	<p>Cleaning and Disinfection</p> <p>*St. Mary’s PTC has purchased a high capacity electrostatic disinfectant sprayer for sanitizing and disinfecting classrooms and high traffic areas on a daily basis.</p> <p>*Items of frequent use (light switches, door handles, sink handles, toilets, etc.) will be disinfected frequently throughout each day between uses.</p> <p>*Playground equipment will be sanitized daily.</p> <p>*Water fountains and restrooms will be disinfected daily.</p> <p>*Commonly shared supplies and equipment (i.e. PE equipment, art supplies, toys, centers, etc.) will be limited when possible and disinfected between uses.</p> <p>*Communal transportation (busing) will be extremely limited, and bus will be disinfected after each use. Face coverings will be mandatory. Hand sanitizer will be readily available on the bus.</p> <p>-All field trips are eliminated for the foreseeable future.</p> <p>-In the event of an athletic season, parents will transport student-athletes to out-of-town competitions. Only a limited number of student-athletes who are unable to obtain parent transportation will be transported via bus (Maximum: 12).</p> <p>*Cleaning and disinfection products will be safely and securely stored, maintaining adequate reserves as they are available.</p> <p>*Cleaning products will be used safely.</p> <p>-Disinfectant sprayer will only be used when the area is completely vacated.</p> <p>-Area of disinfection will be adequately ventilated.</p> <p>*Students in appropriately aged grade levels and teachers will clean the work area frequently throughout each instructional day</p>

<p>*Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.</p>	<p>and will wash or sanitize hands immediately after. *St. Mary's will seek advice from local medical professionals on appropriate alternative methods of disinfection when supply availability proves inadequate (i.e. using gauze and disinfectant cleaner to create disinfectant wipes)</p>
<p>Shared Objects</p> <p>*Discourage sharing of items that are difficult to clean or disinfect.</p> <p>*Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.</p> <p>*Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.</p> <p>*Avoid sharing electronic devices, toys, books, and other games or learning aids.</p>	<p>Shared Objects</p> <p>*Sharing of items that may be more difficult to disinfect will be limited or eliminated altogether.</p> <p>*Student belongings will be limited to use strictly by the owner and stored in an area designated to each individual student.</p> <p>*Adequate supplies should be provided to prevent the necessity of students within the same class needing to share.</p> <p>-All supplies shared throughout the student body will be cleaned and disinfected between each use (i.e. paint brushes, toys, etc.).</p> <p>*Electronic devices will not be shared within a given time of use and will be disinfected between uses.</p> <p>-St. Mary's has enough devices for each student to have a device designated solely to them.</p> <p>*The school library will develop protocols for safe sharing of books that includes the following:</p> <p>-Use of eBooks when possible</p> <p>-Electronic circulation catalog for students to reserve and check out specific books of interest.</p> <p>-When a library book is returned, it will be placed in a dropbox, where it will remain in isolation for a minimum of 72 hours before being returned to circulation.</p>
<p>Ventilation</p>	<p>Ventilation</p> <p>*HVAC systems will be checked frequently to ensure proper functionality.</p> <p>*HVAC filters will be changed frequently.</p>

<p>*Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.</p>	<p>*Teachers are encouraged to improve air circulation and ventilation by opening windows and doors so long as there is no risk to health or safety (i.e. falling hazard). *Teachers are encouraged, when possible, to facilitate learning outdoors to allow for greater social distancing.</p>
<p>Water Systems</p> <p>*To minimize the risk of Legionnaire’s disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.</p>	<p>Water System</p> <p>*Water fountains will be disabled with the exception of water bottle filling stations. -All students will be required to furnish a water bottle (WATER ONLY- NO FLAVORED WATER, ETC.) that will be taken home and cleaned daily. *Water bottle filling stations will be sanitized regularly.</p>
<p>Modified Layouts</p> <p>*Space seating/desks at least 6 feet apart when feasible</p> <p>*Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.</p> <p>*Create distance between children on school buses (e.g., seat children one child per row, skip rows) when possible</p>	<p>Modified Layouts</p> <p>*When possible, desks will be spaced 6 feet apart. *Desks will face in the same direction. *Table seating will be extremely limited if unable to eliminate completely. *Should transportation be necessary, seating will be spaced to allow at least 6 feet between each student. -When transportation is necessary, parent transportation will be sought highly</p>
<p>Physical Barrier and Guides</p>	<p>Physical Barrier and Guides</p> <p>*Plexiglass barriers will be installed in kitchen serving windows to</p>

<p>*Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks)</p> <p>*Provide physical guides such as tape on floors or sidewalks and signs on walls, to ensure staff and children remain at least 6 feet apart in lines and at other times (e.g., guides for creating “one way routes” in hallways.)</p>	<p>cafeteria</p> <p>*Plexiglass barriers will be installed at the front office counter</p> <p>*Routes will be created in all hallways, directing students and teachers in 2-way traffic “lanes”</p> <p>*Arrow indicators will be placed on the floor to assist with traffic direction reminders.</p> <p>*Signage will be posted in the hallways as a reminder to observe the established traffic pattern.</p>
<p>Communal Spaces</p> <p>*Close communal use shared spaces such as dining halls and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use.</p> <p>*Add physical barriers, such as plastic flexible screens, between bathroom sinks especially when they cannot be at least 6 feet apart.</p>	<p>Communal Spaces</p> <p>Use of communal spaces will be limited or staggered with sanitizing in between each group use</p>
<p>Food Service</p> <p>*Have children bring their own meals as feasible, or serve individually plated meals in classrooms instead of in a communal dining hall or cafeteria, while ensuring the safety of children with food allergies.</p> <p>*Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.</p>	<p>Food Service</p> <p>*Pre-K - Kindergarten will eat lunch in the classrooms.</p> <p>*Grades 1-8 will be spread out across three lunch times, and may eat in the classroom or outside when conditions allow.</p> <p>*Groups in the cafeteria at the same time will be socially distanced from one another across multiple tables.</p> <p>*When possible, lunch will be provided in individually packaged disposable containers.</p> <p>*All tables will be disinfected between each use.</p> <p>*Cafeteria staff will wear masks and gloves while preparing and serving food.</p> <p>*All non-disposable items will be washed in the dishwasher</p>

<p>Individuals should wash their hands after removing their gloves or after directly handling used food service items.</p> <p>*If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils.</p>	<p>immediately following usage.</p> <p>*All students will wash or sanitize hands before entering the lunch area and when exiting.</p> <p>*Cafeteria staff will wash hands frequently, including before and after wearing gloves.</p> <p>*Plexiglass barriers will be installed to provide a physical barrier between the kitchen and cafeteria.</p> <p>*Classes will sit at their designated tables immediately upon entering the cafeteria to allow for proper social distancing while waiting to be served.</p> <p>*Concession stand offerings will be limited to prepackaged items. Any condiments will be individually packaged (i.e. ketchup, mustard, etc.)</p>
<p>CDC Recommendations:</p> <p>Maintaining Healthy Operations</p>	<p>Campus Practice:</p> <p>Maintaining Healthy Operations</p>
<p>Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19</p> <p>*Offer options for staff that limit their exposure to risk</p> <p>*Offer options for students at higher risk of severe illness that limit their exposure</p> <p>*Consistent with applicable law, put in place policies to protect the privacy of people at higher risk regarding underlying medical conditions.</p>	<p>Protection for Individuals w/ Heightened Risk of Illness</p> <p>*Synchronous distance learning will be available year-round for students in grades 1-8.</p> <p>*Asynchronous distance learning will be available year-round for students in grades PK-K.</p> <p>*Faculty and staff are required to wear face coverings at all times, especially when social distancing is not feasible.</p> <p>*In order to protect the privacy of each individual, individuals with heightened risk of illness should schedule a meeting with both the principal and school nurse to document risk; risk mitigation plans will be created to provide accommodations as are needed.</p>
<p>Regulatory Awareness</p>	<p>Regulatory Awareness</p> <p>*Local mandates for group gatherings will be observed.</p>

<p>*Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held</p>	<p>*Group gatherings will be limited or eliminated altogether. *St. Mary's receives frequent updates to any regulatory changes within Fredericksburg and Gillespie County.</p>
<p>Gatherings, Visitors, and Field Trips</p> <p>*Pursue virtual group events, gatherings, or meetings, if possible and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.</p> <p>*Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible - especially with individuals who are not from the local geographic area (e.g., community, town, city, county).</p> <p>*Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings and spirit nights, as possible.</p> <p>*Pursue options to convert sporting events and participation in sports in ways that minimize the risk of transmission of COVID-19 to players, families, coaches, and communities.</p>	<p>Gatherings, Visitors, Field Trips</p> <p>*Group events, gatherings, and meetings will be limited if not eliminated until further guidance is provided by regulatory agencies. *When possible, events will be broadcast virtually. *When limited gatherings are necessary, proper social distancing will be observed, and proper precautions will be taken (i.e. face-coverings, etc.) *Visitors will not be allowed on-campus during the instructional day for the foreseeable future. This includes family members visiting for lunch, etc. *Volunteers will be allowed on a very limited basis during the instructional day, and must be deemed absolutely necessary to the operational vitality of the school.</p> <p>DROP-OFF PROTOCOL</p> <p>*Early Bird- Gymnasium, Mon.-Fri. 7:30-7:45 -Students will enter gym and fill designated positions, appropriately socially distanced from each other. *Only parents of students in grades PK-Kinder may enter the campus to escort their child to their classroom. *Parents are encouraged to remain in their vehicles and utilize the two drop-off zones at circle drive and in front of the high school building</p>
<p>Identifying Small Groups and Keeping Them Together (Cohorting)</p> <p>*Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (a</p>	<p>Cohorting: Small Groups, Together, Isolated from Others</p> <p>*Students will remain at their own desk and in the same classroom the majority of the day. *Teachers will move between classrooms rather than students *Interaction will be limited between class groups. *Recess times will be staggered</p>

<p>day for young children, and as much as possible for older children).</p> <p>*Limit mixing between groups if possible.</p>	<p>*Playground and public spaces will be separated into quadrants and rotations of access to each quadrant will be established to minimize mixing of cohorts or pods.</p>
<p>Staggered Scheduling</p> <p>*Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.</p> <p>*When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.</p>	<p>Scheduling</p> <p>*Arrival and drop-off times will be limited.</p> <p>*Contact with parents at drop-off time will be limited and parents will be discouraged from entering the school building.</p> <p>-Only parents of PK and Kinder students will be allowed to walk their children to their classroom.</p> <p>*Distance learning will be enacted if necessary and/or recommended by state or local authorities.</p>
<p>Designated COVID-19 Point of Contact</p> <p>*Designate a staff person to be responsible for responding to COVID-19 concerns (e.g., school nurse). All school staff and families should know who this person is and how to contact them.</p>	<p>Designated Contact (By priority)</p> <ol style="list-style-type: none"> 1. John Mein, Principal (830)542-9886 2. Cristi Ahern, Asst. Principal 3. Cathy Eckert, School Nurse 4. Christine Duecker/Susan Nixon, Office Staff
<p>Participation in Community Response Efforts</p> <p>*Consider participating with local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).</p>	<p>Community Response Effort Participation</p> <p>*Attend meetings with Archdiocese</p> <p>*Communicate with Fisd and local authorities to consider community response efforts</p> <p>*St. Mary's will communicate regularly with local health officials to continually monitor and revise action plan as needed.</p>

<p>Communication Systems</p> <p>*Put systems in place for:</p> <ul style="list-style-type: none"> -staff and families reporting to school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days -notifying staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation) 	<p>Communications</p> <p>**Staff and families will be asked to report to school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.</p> <p>**They should call in to the front office, who will share information with the principal</p> <p>**The principal or office staff will notify the necessary parties.</p>
<p>Leave Policies and Extended Absence Policies</p> <p>*Implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed or caring for someone who is sick.</p> <ul style="list-style-type: none"> -examine and revise policies for leave, telework, and employee compensation -leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members. <p>*Develop policies for return-to-school after COVID-19 illness. CDC's criteria to discontinue from home isolation and quarantine can inform those policies.</p>	<p>*The sick leave/PTO policy was revised and released on 3/23/2020 with an effective date of 4/1/2020. Employees may use accrued sick time for COVID related reasons. Here is a list of allowable reasons to use sick/pto under the revised policy.</p> <ol style="list-style-type: none"> 1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; 3. The employee is experiencing symptoms of COVID-19 and seeking medical diagnosis; 4. The employee is caring for an immediate family member who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; 5. The employee is caring for a son or daughter if their school or place of care has been closed, or the child care provider of the son or daughter is unavailable, due to COVID-19 precautions.

	<p>Accrued vacation may be used after exhausting sick leave.</p> <p>*We released the Temporary Work from Home Policy and Procedure on 03/23/2020.</p> <p>*We encourage campuses to utilize the guidelines provided by Risk Management on 06/18/2020. Locations will use the Incident Form to track cases on campus. We also have a COVID-19 Standard Operating Procedure that provides guidance on tracking cases.</p>
<p>Back-up Staffing Plan</p> <p>*Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.</p>	<p>Back-Up Staffing</p> <p>*Attendance secretary will monitor and notify administration and clinic</p> <p>*No perfect attendance awards will be given</p> <p>*Staff absence will be tracked and monitored by Administrative staff</p>
<p>Staff Training</p> <p>*Train staff on all safety protocols</p> <p>*Conduct training virtually or ensure that social distancing is maintained during training.</p>	<p>Staff Training</p> <p>*All staff will be trained on policy/procedure due to Covid 19</p> <p>*All staff will receive latest communication updates from administration and school nurse</p>
<p>Recognize Signs and Symptoms</p> <p>*If feasible, conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and students</p> <p>*Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.</p>	<p>Identifying Signs and Symptoms</p> <p>*Faculty/Staff/Substitutes/Students will self-screen at home for COVID-19 symptoms before reporting to campus each day, including taking temperature.</p> <p>*Frequent temperature checks will be conducted.</p> <p>*Individuals who are uncertain are encouraged to utilize the CDC's self-checker platform.</p>

<p>School administrators may use examples of screening methods in CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide for screening children and CDC's General Business FAQs for screening staff.</p>	<p>-https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html</p>
<p>Sharing Facilities</p> <p>*Encourage any organizations that share or use the school facilities to also follow these considerations.</p>	<p>Sharing of Facilities</p> <p>*Any organization using the school facilities will be required to disinfect prior to and after use *Group use of the facilities will be extremely limited if not eliminated altogether. -Religious Education classes using the school campus will be trained in the use of electrostatic disinfectant sprayer.</p>
<p>Support Coping and Resilience</p> <p>*Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.</p> <p>*Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.</p> <p>*Encourage employees and students to talk with people they trust about their concerns and how they are feeling.</p> <p>*Consider posting signages for the national distress hotline: 1-800-985-5990, or TextWithUsto 66746</p>	<p>Support, Coping, Resilience</p> <p>* Counselor can assist with COVID coping during guidance lessons as well as being available for those who need support.</p> <p>*Heath and education about the spread of infectious diseases will be incorporated into physical education as well as ways to be healthy and handle stress in general.</p> <p>*Teachers will be available to students to talk about their concerns</p> <p>*Administration will be available to teachers and staff to talk about concerns.</p>
<p>CDC Recommendations:</p>	<p>Campus Guidelines: Preparing for When Someone Gets Sick</p>

Preparing for When Someone Gets Sick	
<p>Advise staff and families of sick students and home isolation criteria</p> <p>*Sick staff members or students should not return until they have met CDC’s criteria to discontinue home isolation.</p>	<p>Staff/Family/Student Home Isolation Criteria</p> <p>*Medical professional clearance note to return to school and work if they have tested positive for COVID-19 (in addition: 14 days quarantine and at least 72 hours of no symptoms without the use of medication)</p>
<p>Isolate and Transport those Who are Sick</p> <p>*Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.</p> <p>*Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.</p> <p>*Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know</p>	<p>Isolation and Transporting Sick Individuals</p> <p>*Parents will be asked to self screen their child prior to coming to school and notify the school that the child has any symptoms.</p> <p>*Student will be isolated if there is a possibility of COVID-19</p> <ul style="list-style-type: none"> -A “dirty” nurse’s station will be established for any students exhibiting symptoms -A “clean” nurse’s station will be set up to maintain isolation from students exhibiting symptoms <p>*Parents/family member must pick up child within 30 minutes of phone call if child is exhibiting signs/symptoms of COVID-19</p> <p>*Staff who have signs or symptoms of COVID-19 will not come to school or will be sent home immediately if it develops while at school.</p>

<p>About Caring for Patients with Confirmed or Possible COVID-19 Infection.</p> <p>*Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.</p>	
<p>Clean and Disinfect</p> <p>*Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting</p> <p>*Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products</p> <p>*, including storing products securely away from children.</p>	<p>Clean and Disinfect</p> <p>*If there is a positive case, then the school will need 48-72 hours to disinfect areas, perform contact tracing and get guidance from the Health Department on what to do next. We can always do more than those requirements, but not less. (For example, they may say to only cancel primary grades, but we could cancel all grades)</p> <p>-Primary Exposure from students and/or teachers in the same classroom will result in the entire class entering quarantine and (a)synchronous learning for 14 days which should include a minimum of 72 hours without students/teachers exhibiting symptoms, following the confirmed diagnosis. Return to campus may be expedited by providing return-to-school clearance from a treating physician.</p>
<p>Notify Health Officials and Close Contacts</p> <p>*In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining</p>	<p>Notification of Health Officials and Close Contacts</p> <p>*Dr. Offices and Urgent Care Clinics required to report all cases to DSHS</p> <p>*DSHS will contact schools and will guide on whether to isolate or quarantine other classmates/staff</p>

confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#)

*Inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

*Parent notification must occur immediately to those who had close contact-MUST keep confidentiality